

SAMPLE MONTHLY CONGREGATION ACCOUNTS REPORT—BANK VERSION

Instructions: Before the second midweek meeting of each month, this report should be prepared by the accounts servant and reviewed by the secretary. The secretary should ensure that a copy of the report is given to the coordinator of the body of elders, who will arrange for the announcement on page 2 to be read to the congregation. The accounts servant should file the original report in the current file with the corresponding *Accounts Sheet* (S-26).

Congregation: Central, New York, NY Month/Year: April 20XX

Total Funds at Beginning of Month (Bring forward from Figure [i] of preceding month's report.) 2,560.65 (a)

ALL RECEIPTS

CONGREGATION RECEIPTS

Contributions for local congregation (from boxes)	<u>920.58</u>
Contributions for local congregation (electronic transfers)	<u>150.00</u>
Bank interest (6.00) and returned check (-5.00)	<u>1.00</u>
Bus tickets	<u>76.00</u>
Total Congregation Receipts	<u>1,147.58</u> (b)

OTHER RECEIPTS

Contributions for worldwide work (from boxes)	<u>1,392.97</u>
_____	_____
_____	_____
Total Other Receipts	<u>1,392.97</u> (c)

Total Receipts [(b) + (c)] 2,540.55 (d)

ALL DISBURSEMENTS

CONGREGATION EXPENDITURES

Kingdom Hall operating expenses	<u>254.00</u>
Resolution—Worldwide Work	<u>20.00</u>
Resolution—KHAH Construction Worldwide	<u>240.00</u>
Resolution—Global Assistance Arrangement	<u>70.00</u>
Resolution—Circuit Overseer Assistance Arrangement	<u>75.00</u>
Circuit overseer/visiting speaker expenses	<u>46.20</u>
Bank service charge	<u>3.00</u>
Total Congregation Expenditures	<u>708.20</u> (e)

OTHER DISBURSEMENTS

Contributions for worldwide work (from boxes)	<u>1,392.97</u>
_____	_____
_____	_____
Total Other Disbursements	<u>1,392.97</u> (f)

Total Disbursements [(e) + (f)] 2,101.17 (g)

Surplus (Deficit) [(d) - (g)] 439.38 (h)

Total Funds at End of Month [(a) + (h)] (Carry forward to Figure [a] of the next month's report.) 3,000.03 (i)

CONGREGATION FUNDS RESERVED FOR SPECIAL PURPOSES

Future purchase	<u>1,000.00</u>
Bus tickets	<u>76.00</u>
Total Congregation Funds Reserved for Special Purposes	<u>1,076.00</u> (j)

AVAILABLE CONGREGATION FUNDS AT END OF MONTH [(i) - (j)] 1,924.03 (k)

John A. Servant

(Accounts servant—Sign and print name)

MONTHLY CONGREGATION ACCOUNTS ANNOUNCEMENT

Instructions: The announcement should be read to the congregation at the midweek meeting during the second week of each month. If the announcement cannot be made (for example, if the congregation has an assembly or a convention), the announcement may be made the following week. After the announcement has been read, page 1 of this report should be posted on the information board.

TO BE READ TO THE CONGREGATION:

For the month of April, the congregation received a total of 1,147.58.
(Month of report) (Figure [b])

Congregation expenditures for the month totaled 708.20. This left a month-end balance of
(Figure [e])

3,000.03. The congregation also forwarded donations from contribution boxes to the branch
(Figure [i])

office in the amount of 1,392.97 for the worldwide work. A copy of the *Monthly Congregation*
(Figure [f])

Accounts Report will be posted on the information board.